

DD/M&S Registry
File *Personnel 15*
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20 FEB 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Monthly Clerical Staffing Requirements Report

In order to assist the Office of Personnel in administering the clerical hiring program, I wish to remind you that each Office of this Directorate is to complete a Clerical Staffing Requirements Report on a monthly basis. These reports are to be completed so that they arrive in the office of the Chief, Clerical Staffing Branch, 332 Ames Building, by the first of each month. It is requested that as much information as possible regarding clerical requirements be included in these reports. Negative reports are required.

John F. Blake
John F. Blake
Associate Deputy Director
for
Management and Services

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